



Lakeview Academy Board of Trustees Meeting

September 1, 2011

527 West 400 North Saratoga Springs Utah

(all times listed are approximate and the board reserves the right to vote on any item on the agenda)

- |       |                                                                                                                                                                         |      |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| I.    | Roll Call                                                                                                                                                               | 6:00 |
| II.   | If needed a motion to enter a closed session for the purpose of discussion of litigation matters, acquisition of real property, or authorized personal issues.          |      |
| III.  | Action if any from closed session.                                                                                                                                      |      |
| IV.   | Executive Session                                                                                                                                                       |      |
|       | 1. Strategic Development Planning and training                                                                                                                          |      |
|       | a. School Network update time clock, down time                                                                                                                          |      |
|       | 2. Questions about the agenda                                                                                                                                           |      |
| V.    | Welcome to General Session                                                                                                                                              | 7:00 |
| VI.   | Pledge of Allegiance                                                                                                                                                    |      |
| VII.  | Reports                                                                                                                                                                 | 7:05 |
|       | 1. Director Reports                                                                                                                                                     |      |
|       | a. School Network update, time clock, down time                                                                                                                         |      |
|       | 2. Board Reports                                                                                                                                                        |      |
|       | a. Great things We have seen                                                                                                                                            |      |
|       | 3. Financial Reports                                                                                                                                                    |      |
|       | a. Monthly Report, Balance Sheet, Cash Flow, Account Reconciliation, Check Register                                                                                     |      |
|       | b. Development of revised 2011-2012 budget                                                                                                                              |      |
| VIII. | Charter/Governance Training                                                                                                                                             | 7:30 |
|       | 1. Parent Involvement SAC                                                                                                                                               |      |
| VIX.  | Public comment not related to items on the agenda, each comment is limited to two minutes.                                                                              | 8:00 |
| X.    | Board Business                                                                                                                                                          | 8:15 |
|       | 1. Board Roles                                                                                                                                                          |      |
|       | 2. Charter Training schedule review                                                                                                                                     |      |
|       | 3. Review Best Practices Handbook                                                                                                                                       |      |
| XI.   | Consent Agenda                                                                                                                                                          | 8:30 |
|       | 1. July 2011 Financials                                                                                                                                                 |      |
|       | 2. August 2011 Financials                                                                                                                                               |      |
|       | 3. September 1, 2011 Minutes                                                                                                                                            |      |
|       | 4. Insurance for Portable                                                                                                                                               |      |
|       | 5. Gifted and Talented                                                                                                                                                  |      |
| XII.  | Action Items                                                                                                                                                            | 8:35 |
|       | 1. Enrollment and Lottery Policy Proposal                                                                                                                               |      |
|       | 2. Charter amendment                                                                                                                                                    |      |
|       | 3. Financial Planning and Budgeting Policy                                                                                                                              |      |
|       | 4. Asset Protection Policy                                                                                                                                              |      |
|       | 5. Financial Conditions and Activities Policy                                                                                                                           |      |
|       | 6. Compensations and Benefits Executive Limitation Policy                                                                                                               |      |
| XIV.  | New Business                                                                                                                                                            | 9:25 |
|       | 1. Appointment of SAC members                                                                                                                                           |      |
|       | a. Rachael Cochran, Rachael Chatfield, Kelli Boren, Jamie Holt, Melanie Olney, Kelly Allred, Troy Gustafson, Delana Smith, LeAnn Peterson, Julie Walker, Bohdana Allman |      |
| XV.   | Adjourn                                                                                                                                                                 | 9:30 |

## **Public Comment and Pattern of Formality Guidelines**

The following are guidelines that were taken from Robert's Rules of Order and modified to assist the Lakeview Academy Board in running efficient meetings:

### **Public Comment**

1. During the agenda under the Public Comment section, the public may address any issue not related to items already on the agenda. Please state your name for the official minutes. Please be mindful of the length of the board meeting and limit your comments to two minutes.
2. After an item has been introduced and debated by the board, the President will call for Public comment on that item only. Each public attendee shall have the opportunity to speak two times on the same issue on the same day. It shall proceed that everyone will be given their first opportunity to speak before anyone will be given their second opportunity.
3. To maintain order, if someone from the public is out of order, the President will verbally counsel them by calling, "point of order."

### **Order of Debate**

1. The item will be introduced by the sponsor if the sponsor is not present then the President will assign someone to do the introduction.
2. Members debate the item (unless no one wished to debate it). Each member is allowed two separate opportunities to speak on the item.
3. The President will then open the item up for Public Comment following the directions in public comment section 2.
4. The item will then be opened up to the Board for additional debate if necessary.
5. A member makes a motion by saying, "I move that..." if it is long, it should be prepared in writing and given to the President or Secretary. If no motion is made then the item dies, and no further debate will occur.
6. Another board member may amend the motion. If the motion is amended the President asks is there any objection to adopting the amendment. If no objection is made, the chair may declare the amendment adopted. If even one member objects, however the amendment is subject to debate and vote like any other motion.
7. If the motion is amended the President may open it up to further board comment if necessary.
8. The President will then call the question and take a vote on the item.
9. The President announces the vote.

### **Pattern of Formality**

1. The President should be addressed as Mister or Madam President as appropriate.
2. Wait to be acknowledged verbally or with a nod before speaking by the President.
3. Speak only to the President or through him/her.
4. Avoid personalizing any issue; speak to the subject, not the person you disagree with. An example of this would be if you believe something said to be untrue, you would say, I believe the member is mistaken instead of saying something was a lie.
5. If anyone breaches Robert's Rules or for example speaks out of turn, it is called a point of order and will be corrected by the President or any other board member that catches it. One would say, "Point of Order" The President would acknowledge the person and they would say what breach occurred. The President would then say "the point of order is well taken" or if unfounded, "the point of order is not well taken."